



DEPARTMENT OF PERSONNEL

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MEMO PERD #01/05

January 11, 2005

TO: Agency Personnel Liaisons

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: DESIGNATION OF AGENCY CONTACT:
PRE-EMPLOYMENT AND FOR CAUSE DRUG AND ALCOHOL
TESTING

On December 22, 2004, all State agencies received Memo 2005-13 from the Department of Administration, Purchasing Division regarding a new contract for statewide laboratory drug testing services through Quest Diagnostics; Quest had provided these services on an interim basis after the original contract expired.

As a result of this new contract, the Department of Personnel is updating the Alcohol and Drug Testing Program overview and working with the vendor to ensure all State agencies have easy access to these services. In this effort, we need each agency to provide the Department of Personnel with contact and billing information, even if your agency may not use these services. Please e-mail the following information to Kurt Anderson at kurta@dop.nv.gov by January 19, 2005:

- Agency designee for alcohol and drug testing information
Name(s), titles(s):
Mailing address:
E-mail address:
Phone number:

Agency billing information
Organization number:

Agency number (if billed separately by agency number)

- Number of forms needed for **each** billing account

Once we have your agency data, we will provide billing information to Quest Diagnostics. They will then preprint the number of forms requested and mail them to your designated contact person to be used for pre-employment (for designated classes) and for cause testing. After the initial distribution, additional forms may be obtained by calling Quest Diagnostics customer service. Additionally, the Department of Personnel will send the updated program overview and any revisions to your designee.

If you have any question regarding testing or test site locations, you may call Quest's customer service number at 1-800-877-7484 or the Nevada Quest representative's office at 1-775-828-0769. Make sure you indicate that you are a State of Nevada agency and provide your billing information.

If you have any questions regarding the State of Nevada's Alcohol and Drug Testing Program, please do not hesitate to call Kurt Anderson, Personnel Analyst, at (775) 684-0111 or e-mail him at kurta@dop.nv.gov.

JG:sq

cc Agency Personnel Representatives
 Department Directors
 Division Administrators
 Lyn Callison, Purchasing Officer, Department of Administration, Purchasing Division
 Kurt Anderson, Personnel Analyst, Department of Personnel